



## LOT LINE ADJUSTMENT APPLICATION

|                   |       |            |       |
|-------------------|-------|------------|-------|
| PROPERTY 1:       | _____ |            |       |
| APN:              | _____ | Zoning:    | _____ |
| Owner Name(s):    | _____ |            |       |
| Full Mail Address | _____ |            |       |
| Email:            | _____ | Telephone: | _____ |

|                   |       |            |       |
|-------------------|-------|------------|-------|
| PROPERTY 2:       | _____ |            |       |
| APN:              | _____ | Zoning:    | _____ |
| Owner Name(s):    | _____ |            |       |
| Full Mail Address | _____ |            |       |
| Email:            | _____ | Telephone: | _____ |

|                        |       |            |       |
|------------------------|-------|------------|-------|
| ENGINEER/<br>SURVEYOR: | _____ |            |       |
| Full Mail Address      | _____ |            |       |
| Email:                 | _____ | Telephone: | _____ |

Designated Contact (1):  Property 1     Property 2     Engineer/Surveyor/Authorized Applicant

|                                 |       |
|---------------------------------|-------|
| Reason for Lot Line Adjustment: | _____ |
|                                 | _____ |
|                                 | _____ |

IF MORE THAN TWO PROPERTIES ARE INVOLVED, DUPLICATE THIS FORM FOR PROPERTIES 3 & 4.

THE FOLLOWING ITEMS MUST BE SUBMITTED:

1. Original Application
2. Deposit Fee
3. Documentation – see page 2 of application for “SUBMITTAL CHECKLIST”

AFFIDAVIT AND CERTIFICATION:

The undersigned person(s), having interest in the above described property, hereby submit this Application in accordance with the provisions of the Pacifica Municipal Code and the Subdivision Map Act; do hereby certify that the information given herein is true and correct to the best of my/our knowledge and belief.

\_\_\_\_\_  
 Owner’s Signature (Property 1)    Date

\_\_\_\_\_  
 Owner’s Signature (Property 2)    Date

## **SUBMITTAL CHECKLIST (TO BE FILLED OUT AND SUBMITTED WITH APPLICATION):**

Please submit all plans and documents via digital PDF/word format for initial and subsequent submittals unless otherwise requested. Original hard copies will be required for the final certification and recordation. Initial submittal to be emailed to [engineering@pacificacounty.gov](mailto:engineering@pacificacounty.gov) and subsequent submittals to assigned point of contact.

- Deposit** – Please attach proof of payment. Initial deposit of \$5,000 is required for staff and consultant time and will be charged per Administrative Policy No. 2.

The online payment portal can be found at the City Website link at: <https://www.cityofpacificacounty.org/payment> (please note there is a \$3 transaction fee) or at the Engineering office located at 151 Milagra Dr.

For online payment, in the Invoice or Permit #: field under the Additional Information section please reference “Lot Line Adjustment-Engineering” In the Description of Payment field, please reference the addresses or APNs. We ask that you do not factor in the additional \$3 into that box as the system will do that automatically.

- Application Form** - Signed by each of the affected property owners requesting the LLA with all of the information filled out.

- Ownership Documentation** - Documents establishing the ownership of the properties involved in the LLA. A recent title report (within 90 days) with document hyperlinks or a copy of the deed (dated within 90 days) for each affected lot can be used.

- Recordable deed(s)** - reflecting the LLA. The deed(s) shall be labeled Exhibit A, B, C, ect for as many as needed:

- a. Legal descriptions of the existing property(ies) prior to the LLA.
- b. Legal description of the property or portion of real property to be transferred.
- b. Legal descriptions of adjusted parcels resulting from the LLA.
- c. Plat map drawing(s) on 8.5’x11 showing all existing and proposed lot lines, delineating transfer area, lot numbers, lot dimensions and bearings, basis of bearing and other City monuments within the project site and any existing easements. Other pertinent information shall be shown on the plat such as easements. It is to the applicant’s discretion to use one plat map or more, however reviewer may request consolidation or expansion of maps.

- Closure Calculations** prepared, signed and stamped by a licensed surveyor or other person authorized to practice surveying in California are required for nonrectangular lots.

- Zoning Requirement Map** - Should structures exist on any of the effected lot, a separate plat map shall be prepared to show:

- a. The proposed setbacks conform to City zoning.
- b. Confirming lot widths still meet minimum required.
- c. Confirming compliance of minimum or maximum lot coverages.